

COMMISSION MEETING
10:00 am, Wednesday October 15, 2025

Members Present at CDRPC Office:, Williard A Bruce, Jasmine Higgins, Kristin Swinton, Judith Breselor, Jacqueline Stellone, Mike Stammel, Joe Grasso, Craig Warner, Charles Davidson, Gary Hughes, Haileab Samuel

Present via videoconferencing at a publicly noticed meeting location:

Others Present via Video Conferencing: Carolyn McLaughlin, Opal Hinds, David Hogenkamp

Members / Others Absent: Larry Schillinger, Wayne Gendron, James Shaughnessy, Jason Kemper, Agatha Reid, Yi-Mei Han.

Staff Present: Mark Castiglione, Haley Balcanoff, Amy Weinstock, Madison Hrysko, Todd Fabozzi, Jasleen Jaspal, Tara Donadio, Fernanda Farche, Kate Maynard.

Presiding, Jacqueline Stellone, Chair, called the meeting to order at 10:06 am.

1. Welcome & Introductions

Chair Stellone welcomed everyone to the meeting. Introductions were made.

2. Approve the June 18, 2025 Meeting Minutes

The minutes were distributed to the Board before the meeting.

Action Taken:

Gary Hughes made a motion to approve the June 18th meeting minutes and Craig Warner seconded it. The motion passed unanimously.

3. Regional Comprehensive Climate Action Plan (CCAP)

On August 3, 2023, the Albany-Schenectady-Troy, NY Metro Area, led by the Capital District Regional Planning Commission (CDRPC), was awarded a Climate Pollution Reduction Grant (CPRG) from the U.S. Environmental Protection Agency. This award is one of four awards made to New York State Metropolitan Statistical Areas and one of five grants awarded in the state of New York (New York State secured the 5th award). Through this grant, CDRPC led the development of the first ever climate action plan for the Capital Region, which covers Albany, Schenectady, Saratoga, Rensselaer, Columbia, Warren, Washington, and Greene Counties.

4. Approval of the CCAP Resolution

Resolution 03-2025 to Adopt the Capital Region Comprehensive Climate Action Plan (CCAP)

WHEREAS, the Capital District Regional Planning Commission (CDRPC) is committed to promoting sustainable development, regional cooperation, and environmental stewardship across the Capital Region; and

WHEREAS, the Capital Region Comprehensive Climate Action Plan (CCAP), funded by the U.S. Environmental Protection Agency, was developed through extensive stakeholder engagement, and provides a strategic framework for reducing greenhouse gas emissions, air pollutants, and

advancing clean energy initiatives across Albany, Schenectady, Saratoga, Rensselaer, Columbia, Warren, Washington, and Greene Counties; and

WHEREAS, the CCAP aligns with CDRPC's mission to foster intergovernmental cooperation, provide technical assistance to local governments, and support regional planning efforts that improve quality of life and protect natural resources; and

WHEREAS, the CCAP includes a greenhouse gas inventory, quantified mitigation measures, implementation strategies, and monitoring tools that empower municipalities, businesses, and residents to take voluntary climate action; and

WHEREAS, the CCAP builds off and supports existing state programs such as NYSED's Clean Energy Communities and NYSDEC's Climate Smart Communities, and provides a roadmap for continued regional collaboration through the Capital Region Climate Action Collaborative; and

NOW, THEREFORE, BE IT RESOLVED, that the Capital District Regional Planning Commission hereby formally adopts the Capital Region Comprehensive Climate Action Plan (CCAP) as the guiding framework for regional climate action and commits to supporting its implementation, outreach, and tracking efforts.

Action Taken:

Gary Hughes made a motion to approve the CCAP Resolution and Charles Davidson seconded it. The motion passed unanimously. Treasurer Jasmine Higgins signed the resolution.

5. Review of Proposed BEAD Awards

CDRPC supported the **New York State Broadband Assessment Project**, a statewide initiative designed to identify gaps in broadband access and guide strategic infrastructure investments. This work contributed to the award of more than \$13,190,048 million dollars in BEAD grants to regional ISPs to provide highspeed broadband service to 2,097 unserved locations in the region. This dashboard shows proposed service locations in our region. <https://cdrpc.org/broadband-expansion-in-the-capital-region>

Regional Coordination

CDRPC hosted a regional meeting to:

- Share updates on the NYS Broadband Assessment
- Encourage local participation in speed testing and surveys
- Align local broadband strategies with state and federal programs

County-Level Outcomes and Awards

Albany County

- Total Locations Served: 495
- Service Types:
 - Fiber: 354
 - Satellite: 141
- **Total Grant Funding:** \$7,878,713
- **ISPs Awarded:**
 - Spectrum Northeast: \$600,628 for 19 fiber locations

- SpaceX (Starlink): \$211,500 for 141 satellite locations
- Verizon NY: \$6,667,585 for 335 fiber locations

Rensselaer County

- **Total Locations Served:** 416
- **Service Types:**
 - Fiber: 193
 - Satellite: 223
- **Total Grant Funding:** \$2,751,515
- **ISPs Awarded:**
 - Spectrum Northeast: \$608,738 for 70 fiber locations
 - SpaceX (Starlink): \$334,500 for 223 satellite locations
 - Verizon NY: \$1,805,277 for 123 fiber locations

Saratoga County

- **Total Locations Served:** 1,058
- **Service Types:**
 - Fixed Wireless: 770
 - Satellite: 288
- **Total Grant Funding:** \$2,434,000
- **ISPs Awarded:**
 - Citizens Telecommunications (Frontier): \$2,002,000 for 770 fixed wireless locations
 - SpaceX (Starlink): \$432,000 for 288 satellite locations

Schenectady County

- **Total Locations Served:** 128
- **Service Types:**
 - Fiber: 27
 - Satellite: 101
- **Total Grant Funding:** \$527,820
- **ISPs Awarded:**
 - SpaceX (Starlink): \$151,500 for 101 satellite locations
 - Verizon NY: \$376,320 for 27 fiber locations

Regional Impact

- **Total New Addresses Served:** 2,097
- **Total Grant Funding Across Four Counties:** \$13,592,053

These investments will significantly improve access to high-speed internet for residents, businesses, and institutions across the Capital Region.

6. Financial Statements Through September 29, 2025

All invoices have been sent to the counties for 100% of annual payments.

Through the fiscal year, the estimated revenues are at 67% of the budgeted amount and expenses are at 65%. Par is 75%. The amounts for our second quarter billings have been issued and bills for quarter 3 are drafted.

As noted on the Balance Sheet, on September 29, 2025 we had \$425,472

cash in the bank not including amounts for the NYSERDA CECF program, NYCLASS, and the FSA account. The outstanding receivables total \$241,957. The majority of the receivables reflect the payment due to CDRPC from NYS Agencies.

Action Taken:

Gary Hughes made a motion to approve the September 29 2025 financial statements and Jasmine Higgins seconded it. The motion passed unanimously.

7. Appointment of Nominating Committee

The Chair of CDRPC annually appoints a nominating committee to identify the slate of Officers. With the adoption of revised bylaws in 2019, the Commission's officer titles and duties were updated to Chair, First Vice-Chair, Second Vice-Chair and a Secretary-Treasurer. I've included the Officer duties below. Each county must be represented in an Officer role, Officers are elected at the December (or January if 2026 county appointments are pending) meeting and serve for one year, and all Officers serve on the Administrative and Finance Committee.

Chair:

- a. To preside at meetings of the Commission.
- b. To call special meeting of the Commission in accordance with the Bylaws.
- c. To sign when necessary, together with the Secretary-Treasurer documents of the Commission in accordance with the requirement.
- d. To sign contracts or agreements in behalf of the Commission.
- e. To appoint such committees as the Commission may establish.
- f. To perform such additional duties and powers as the Commission shall delegate.

First Vice-Chair:

During the absence, disability or disqualification of the Chair, the First Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Second Vice-Chair:

During the absence, disability or disqualification of the First Vice-Chair, the Second Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the First Vice-Chair.

Secretary-Treasurer:

- a. To supervise the minutes of the meeting of the Commission as prepared by the staff.
- b. To supervise the custody of records of the Commission.
- c. To give or serve all notices required by law or by the Bylaws.
- d. To perform such other duties as the Commission may decide.
- e. To sign or endorse in the name of the Commission all checks, drafts, warrants and orders for the payment of money under the direction of the Commission.
- f. To present financial statements of the Commission, which statements shall be presented at regular meetings of the Commission.
- g. To supervise the custody of all financial records of the Commission.
- h. To perform such other duties as the Commission may decide.
- i. In accordance with the 4 County Agreement, the Secretary-Treasury shall execute an official undertaking conditioned for the faithful performance of duties in the manner provided in section 403 of the New York County Law.

Action by the Chair is requested to appoint a nominating committee.

Action Taken:

Gary Hughes made a motion to approve the appointment of the new nominating committee consisting of Bill Bruce, Judith Breslor, Gary Hughes and Joe Grasso and Craig Warner seconded it. The motion passed unanimously.

8. Approval of New Hire

Jasleen Jaspal was hired as an Environmental Planner on September 3rd with an October 1st start date.

Per the 2022 amendment to the Administrative Guidelines, “The Executive Director may make probationary appointments to annual-salaried positions, with advanced notice to the Commission and subject to the later, approval of the Commission at its next business meeting.”

Jasleen’s resume was attached review. She holds dual degrees in Urban Studies and Planning and Geography. Jasleen has worked for the City of Albany since 2021 most recently as Senior Planner. She has also served as the Deputy Section Director of the Capital District Section of the New York Upstate Chapter of the American Planning Association.

Action Taken:

Jasmine Higgins made a motion to approve the hiring of Jasleen Jaspal and Mike Stammel seconded it. The motion passed unanimously.

9. Approval of Credit Card Recordkeeper Resolution

Currently Amy Weinstock only has access to her credit card on the online portal. She needs access to all 4 in order to get the invoicing in a timely manner.

Action Taken:

Gary Hughes made a motion to approve the credit card recordkeeper resolution, and Charles Davidson seconded it. The motion passed unanimously. Jasmine Higgins and Joe Grasso signed it.

**ORGANIZATION RESOLUTION AND AGREEMENT
FOR CREDIT CARD PROGRAM**

_____, who is the undersigned Recordkeeper for _____,
_____, (the "Organization"), a _____ (type of entity) organized
under the laws of _____ (state), does hereby certify:

1. That he/she is the Secretary or Assistant Secretary, or an officer, partner, owner, principal, manager, member or other person having lawful custody of the official records of the above Organization (the "Recordkeeper") and is authorized to provide this document to UMB Bank, n.a. ("Bank").
2. That at a meeting of the governing body of the Organization duly held on _____ (date) and at which a quorum was present and acting throughout, or pursuant to the unanimous written consent of its members, the following Resolution and Agreement was duly adopted and approved and is currently in full force and effect, and has not been amended or rescinded:

RESOLVED, that a credit card authority for this Organization be established by the Designated Officer named in the section immediately below with UMB Bank, n.a., and that separate accounts and credit cards ("Cards") under said authority be opened and issued by Bank in the name of this Organization for use by employees and agents of this Organization who are identified from time to time by the Designated Officer, or by any successor to the Designated Officer identified from time to time by the Recordkeeper (or by the successor to the Recordkeeper), and that the Organization authorizes the use of the Cards in accordance with the Cardholder Agreement that is sent by Bank with the Cards; and

RESOLVED FURTHER, that _____ is the Designated Officer referred to in the above section of this Resolution, and that the Designated Officer or any successor to the Designate Officer designated in writing by the Recordkeeper (or by a successor Recordkeeper) may from time to time: request that Cards be issued in the name of this Organization; request that the credit limits and purchase controls be changed on existing Cards issued in the name of this Organization; designate additional persons authorized to use Cards issued by Bank in the name of this Organization; request termination of use of existing Cards; and communicate other pertinent information to Bank; and

RESOLVED FURTHER, that the forgoing resolution shall remain in full force and effect until written notice of an amendment or rescission thereof is delivered to and receipted for by Bank; and

RESOLVED FURTHER, that the Recordkeeper be and he/she is hereby authorized and directed to certify to Bank this resolution and that the Recordkeeper signing this Resolution and Agreement or any person designated in writing by the Recordkeeper, is authorized to certify to the Bank the names and signatures of persons authorized to act on behalf of the Organization under the foregoing Resolution and Agreement, and from time to time hereafter, as additions to or changes in the identity of said Recordkeeper are made, such Recordkeeper or designee shall immediately report, furnish and certify such changes to the Bank, and shall submit to Bank a new incumbency certificate or other document reflecting such changes in order to make such changes effective; and

RESOLVED FURTHER, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, the undersigned Recordkeeper has subscribed his or her name and, if appropriate or required, applied the seal of the Organization to this Resolution and Agreement as of this ____ day of _____, ____.

RECORDKEEPER

**Signature by Secretary, Assistant Secretary, or other
Person certifying to this Resolution and Agreement**

Signature
Name:
Title:

ADDITIONAL OFFICER

**Signature by Second Person, certifying to incumbency
of Recordkeeper**

Signature
Name:
Title:

Affix Seal, if required by Organization's governing documents.

10. Staff Report

There were very basic updates on all the current projects being undertaken by CDRPC.

11. Other Business

A brief update on the CSO Projects remaining and the financial implications of those and future projects were discussed.

12. Adjournment

Action Taken:

Mike Stammel made a motion to adjourn, and Charles Davidson seconded it. The motion passed unanimously. The meeting was adjourned at 10:53.

The next Commission Meeting Date: 10:00am, December 18, 2025

Amy Weinstock
Office Manager

Reviewed and approved by

Jasmine Higgins, Secretary / Treasurer

Date:_____